

## **Career Story Training Aid**

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# **Build Your Career Story**

- 1. Develop a long list of YOUR most satisfying work efforts
  - Write each of them in a one sentence summary
  - Use the questions on the following pages to get your thoughts going
  - Spend a few hours at this and then sleep on it
  - Then ask colleagues and former bosses for ideas
  - Review the list and make additions based on any thoughts you've had since your first pass
  - You need at least 10 if you are early in your career and may have 30-50 if you are more senior
- 2. Choose the experiences from your list that excited *YOU* most and briefly expand on why you were successful and why you enjoyed the effort
  - Have at least 5 if you are early in your career and 20 if you are more senior
- 3. Fully Analyze each of these stories using the template format provided in your handout and summarized on the next few slides





### **Build Your Career Story** Questions to Ask Yourself

- What things did I do that I, my team and/or my boss got kudos for?
- Why did I get promoted when I got promoted?
- When did a team I led or worked on get strong results and get rewarded for their efforts?
- What did I accomplish that significantly impacted the bottom line by increasing sales or reducing costs?
- What process, system or organization change did I advocate and/or execute that saved money or time?





### **Build Your Career Story** Questions to Ask Yourself (Continued)

- Was there an idea that I developed that resulted in strong improvement in results?
- What project did I work on that added great value?
- What solutions did I deliver to resolve major problems?
- What awards or letters of commendation did I receive and for what?
- What did I do to make work easier?
- When did I improve internal or external customer service?
- When did I show strong leadership in a challenging or emergency situation?



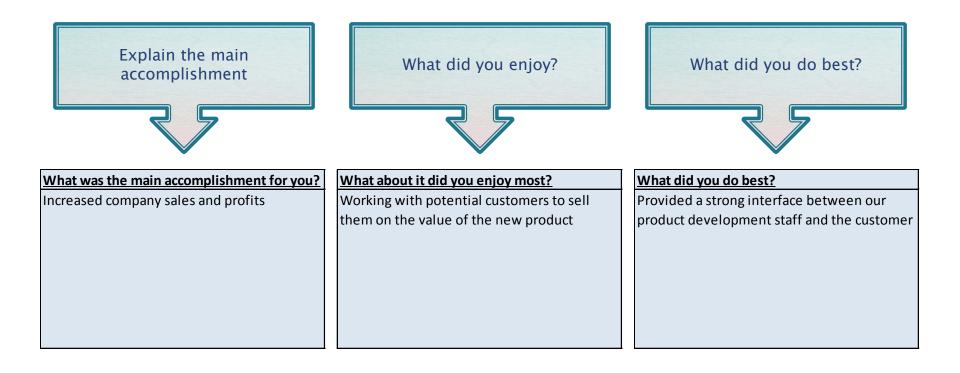






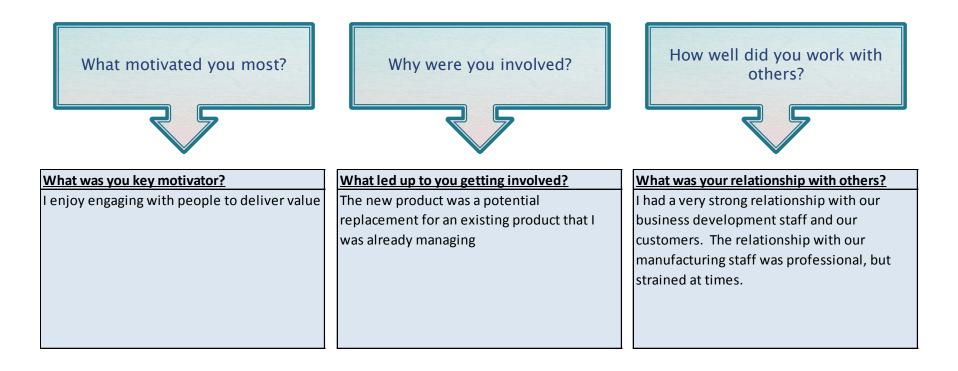






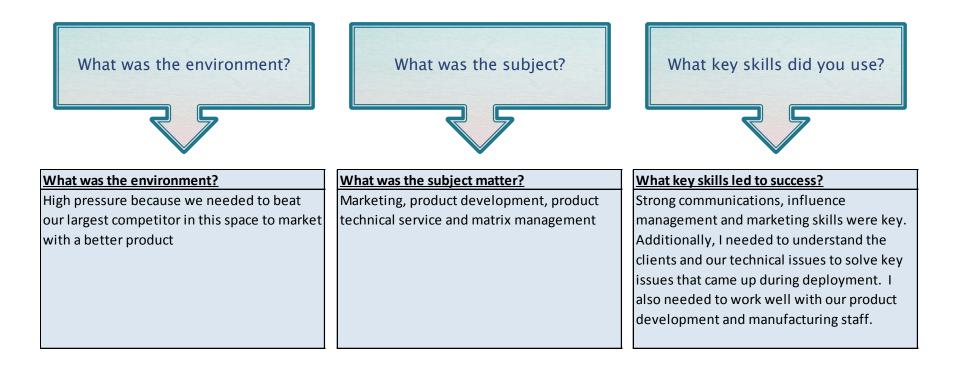
















### Build Your Life Story Summary

- 1. Develop a long list of *YOUR* most satisfying work efforts
- 2. Choose the experiences from your list that excited YOU most and briefly expand on them
- 3. Fully Analyze each of these stories
- 4. Use these stories to develop *YOUR* killer achievement statements



